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Office Memorandum

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TO : Asst. Deputy Director (Administration)

FROM : Chief, Organization and Methods Service

SUBJECT:

DATE: 11 December 1952

1. The attached, which is a summary of the review made by this office, can be summarized in a sentence: "The present does not seem to be the time to make any reductions in the T/O's of the offices under the jurisdiction of the DD/A.

2. This, however, does not mean that we have to do nothing. In six months we should have a better idea of what our workload will be, and in the meantime as examiners in this office write procedures they will automatically find areas where the staff can be reduced. For instance, in doing this work, we have found that the Transportation Division has been performing an audit function in connection with carriers' bills and employees' expense accounts that can be better and more cheaply handled in the Finance Division. However, the change requires a new procedure and routing of the documents and a gradual phasing out of the work in one area and picking up by another; otherwise, confusion will result.

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W. L. FEEL

1 Attach.
Review of T/O's-DD/A.

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